

The Common Transcript



INDIANA COMMISSION
HIGHER *for* EDUCATION



Current Participation
History of eTranscripts in Indiana
Benefits Review
Vision for the Future
Common Transcript is Here
Schema Review
Next Steps

As of July 2014



330 +Senders

120+ Receivers

Transcripts Received

2012 YTD 103,394

2013 YTD 142,949

2014 YTD 152,699

Lifetime Volume 1,144,013

The Indiana e-Transcript Initiative was developed in 2005 as a partnership between ICHE and the IDOE, with the early stage charter to:

- 1. Bring** requesting online
- 2. Give** counselors their time back
- 3. Get** transcripts delivered faster

School engagement has historically been very high, resulting in Indiana being a model for others looking for statewide services.

Significant care and attention has been put towards messaging project benefits and helping schools outreach to students with schools, the IDOE and ICHE supporting each other during the transition from old process to new.

Features and funding have evolved over the years but the core set of platform benefits exist even today.

1. Available to students and admins 24/7
2. No annual cost for schools
3. Quick and easy to request
4. Eliminates manual processing
5. Hold and prepare locally options for exceptions
6. Notifications pushed at every step
7. No limitations on available destinations.

New this year - Subsidy covers unlimited electronic requests for current students and Ordering remains available for alumnae (\$3.25).

~~**Bring** requesting online~~

~~**Give** counselors their time back~~

~~**Get** transcripts delivered faster~~

Create statewide data exchange

Produce admissions decisions in less time

Adopt a Common Transcript

HEA 1341 (2013)/IC 21-18-12

Common Transcript Project



Requires the DOE, in collaboration with state educational institutions and the CHE, to develop a common electronic transcript, using common data fields and formats that are required by state educational institutions.

By **July 1, 2015**, all public schools **shall** use the **common electronic transcript**.

Accredited nonpublic schools may elect to **use** the **common transcript**.

The program will allow all students at all **accredited** Indiana high schools to request that their transcripts be **transmitted electronically** to state educational institutions, participating Indiana not-for-profit or privately endowed institutions, and participating Indiana institutions authorized by the board for proprietary education.

Respond.

If you received a SIS survey from Parchment, please complete and return. This will help prioritize vendor outreach.

Evaluate.

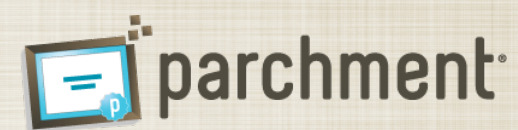
Review the approved common transcript template against your current transcript format to get familiar with differences.



Discuss the changes with your guidance staff and decide how to communicate changes to staff, students and parents.

Prepare.

Understand the level of effort needed. Schools are required to comply regardless of vendor participation and district SIS admins should be brought into the project – testing begins in March 2015.

Common Transcript Schema



Prepared for: University of Texas - El Paso				OFFICIAL TRANSCRIPT																																																																																																																																																																																																																																																																																																																									
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Required Data Elements



CATEGORY	RECORD	FIELD NAME	DESCRIPTION
Source	HS ID	School StateID	College Entrance Examination Board (CEEB) High School Code
Student Identifiers	Student	StateID	STN Number (9 digits)
Student Name	Student	FirstName	Student's first name
	Student	LastName	Student's last name
Gender	Student	Gender	
Date of Birth	Student	BirthDate	The student's birth date
Address	Student	Address1	The student's address
	Student	City	The city of the student's address
	Student	StateProvince	Code for US States/Canadian Provinces, see worksheet "Addr Codes" for standard 2 letter codes
	Student	PostalCode	the zip code of the student's address
	Student	CountryCode	Code for Country - see Pesc Appendix B
Grade Level	Academic	GradeLevel	The current grade level of the student or the highest grade level attained by the student at the time the record was created.
Diploma Type	Academic	AcademicAwardLevel	The level of the degree, certificate, or award granted for the successful completion of requirements of an academic program.
	Academic	AcademicAwardTitle	The state will define the available diploma types to be used in this freeform descriptive degree classification field.

Required Data Elements



CATEGORY	RECORD	FIELD NAME	DESCRIPTION
GradeLevel	WorkCompleted	GradeLevel	Student's grade level for the work completed.
Session Info (usually a semester or grading period)	WorkCompleted	SessionDesignator	The Session Name is normally used to indicate the starting year and month of major academic terms within the sending school's calendar. For example, for a fall term that began in August of the year 2005, the value of this field would be "2005-08". All classes that began in this month and year would normally be included within this session designator, regardless of the ending dates of the classes within this session.
Session Type	WorkCompleted	SessionType	PESC SessionType.
Absences	WorkCompleted	SessionAbsences	Absences for this Session, if available
Course Information	WorkCompletedCourse	Title	
	WorkCompletedCourse	State Course Code	State Course ID
Grade/Grade Scale	WorkCompletedCourse	Mark	The academic grade achieved.
Credit/Credit Basis	WorkCompletedCourse	CreditBasis	The type of enrollment associated with the credit hours for the course. <u>Should SHOW Dual Credit</u>
Absences	WorkCompletedCourse	CourseAbsences	Absences for this Course, if available

Required Data Elements



CATEGORY	RECORD	FIELD NAME	DESCRIPTION
GradeLevel	WorkInProgress	GradeLevel	<i>Student's grade level for the work in progress.</i>
Session Info (usually a semester or grading period)	WorkInProgress	SessionDesignator	<i>See note for WorkCompleted SessionDesignator</i>
Session Type	WorkInProgress	SessionSessionType	<i>PESC SessionType.</i>
Course Information	WorkInProgressCourse	Title	<i>Course Title</i>
	WorkInProgressCourse	State Course Code	<i>State Course ID</i>
Credit Basis	WorkInProgressCourse	CreditBasis	<i>The type of enrollment associated with the credit hours for the course. <u>Should SHOW Dual Credit</u></i>
User Defined Fields	Student Attribute	21st Century Scholar	
User Defined Fields	Student Attribute	Free and Reduced Lunch	
User Defined Fields	Date	Date of Transcript Request	<i>Date of Transcript Request from Student</i>

Updates about the Common Transcript Project, including vendor status, will be posted to the Transfer Indiana website.

<http://www.transferin.net/index.aspx>

Department of Education will pushing information and resources to High Schools through in-place communication channels.

- Counselortalk
- SSINTouch
- *IDOE – High School Counselor* community (Learning Connection)

PESC Implementation Guide -

<http://www.pesc.org/library/docs/standards/High%20School%20Transcript/XML%20HS%20Transcript%20Impl%20Guide%20Version%201.3.0%202012%2007%2026.pdf>

Visit Parchment for support resources and access to on demand training content: <http://exchange.parchment.com/>

- Order your Administrator tool kit:
<http://exchange.parchment.com/toolkit/>
- Post the student kit link on your school site
<http://www.parchment.com/studentkit/>
- Include information in your outgoing voicemail
- Set up a computer station in office/library
- Display signage around the school
- Upload student rosters annually & edit monthly
- Have students register during college go! week

**For
Additional
Information**



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Account Executive – Post Secondary

Rachel Stamm

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480-719-1646 x1006

Parchment Project Contact

Top Ten Vendors by School Count

SIS Vendors	Distribution
Survey Recipients	29.30%
PowerSchool	19.75%
Harmony	10.51%
Specialized Data Systems	6.37%
ST	5.41%
RDS	4.78%
Skyward	4.78%
Chancery	3.50%
Custom / Homegrown	3.50%
eSchool	2.20%